

Leave Letter for Diarrhea - Sample Format

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Leave Application Due to Diarrhea

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to inform you that I am unwell and suffering from diarrhea. Due to this health condition, I am unable to attend work for the next [number of days] days.

I visited a healthcare professional who has advised rest and medication for a speedy recovery. Considering this, I believe it is in the best interest of my health and the well-being of my colleagues that I take a temporary leave from work.

I will ensure that all my pending tasks are up to date before my departure and will coordinate with [colleague's name] to handle any urgent matters during my absence. I am also open to providing any further documentation, such as a medical certificate, if required.

I anticipate returning to work on [proposed return date], barring any unforeseen circumstances. I appreciate your understanding and cooperation in this matter.

Thank you for your consideration.

Sincerely,

[Your Full Name]
[Your Employee ID]
[Your Signature, if sending a hard copy]